



TOPIC: Process to Donate Leave

Where: Employee Leave Balance Page
Who: Employee
When: Anytime during pay period

Purpose:

An employee may donate their accrued or restored annual leave to any Federal employee on the Voluntary Leave Share program. The maximum number of use/lose annual leave hours a Leave Donor may donate is the lesser of the following: no more than half the accruals earned in the current leave year or no more than the number of hours remaining in the leave year for which he/she is scheduled to work. The employing agency may waive these limitations under special circumstances. The minimum leave amount an employee may donate is one hour. Additionally, if the President has declared an emergency (i.e., Hurricane Katrina, etc.) he/she may donate leave to a leave pool to be used by those employees affected by the emergency. Employees may not donate leave to their immediate supervisor. Once approved, a leave donation is not revocable.

Request Procedure to Donate Leave within NASA:

1. From the employee Leave Balance page, click on the Donate Leave within NASA request form link.



LEAVE FORM REQUESTS for CHARMING, PRINCE P	
Create Request for Advance Sick Leave	Create a new request to receive sick leave advance.
Create Request to Become Leave Share Recipient	Create a new request to receive donated leave.
Donate Leave within NASA	Initiate process to donate annual/restored leave within NASA.
Donate Leave outside NASA	Initiate process to donate annual/restored leave outside NASA.
Donate Leave - Emergency Transfer Program	Initiate process to donate annual/restored leave under declared emergencies (Other Federal Agency).
List Pending Leave Form Requests	List pending leave form requests.

2. All fields are required. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy, read the certification and privacy act statements, and then click SUBMIT REQUEST (located beneath the privacy act statement)



Web-Based Time and Attendance Distribution System

Request to Donate Annual/Restored Leave for CHARMING, PRINCE P (198)

Initiated by CHARMING, PRINCE P (198)
Status: Editing

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button.

Continue

Amount of ANNUAL LEAVE to be donated

24.0

Name of individual to whom leave is being donated

Porky Pig

Amount of RESTORED ANNUAL LEAVE to be donated

12.0

Center of individual

MSFC

If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:

- ☐ Current Leave Year
☒ Next Leave Year

Relationship (if any) to whom leave is donated

Comments (include justification)

Id	Status	Changed On	Changed By	Remark
22	REQUEST_EDITING	13:04 CDT 09/07/2007	CHARMING, PRINCE P (198)	Had his mouth wired shut.

Certification

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit annual leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave I am transferring also is not more than half the hours I will earn this year. I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code. I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating.

Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation, or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those

Submit Request

- After submitting the request, the user is returned to the request. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office

Request to Donate Annual/Restored Leave for CHARMING, PRINCE P (0)

Leave Request Number: 9999-00019

Initiated by: CHARMING, PRINCE P (0)

Status: Pending Final Approval by NSSC PAYROLL OFFICE

Apply Comments

Withdraw

Amount of ANNUAL LEAVE to be donated

24.0

Name of individual to whom leave is being donated

Porky Pig

Amount of RESTORED ANNUAL LEAVE to be donated

12.0

Center of individual

MSFC

If the hours I donate are returned unused, I prefer the hours to be returned in

Relationship (if any) to whom leave is donated

Comments (include justification)

- The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

Request Procedure to Donate Leave outside NASA:

- From the employee Leave Balance page, click on the Donate Leave outside NASA request form.

LEAVE FORM REQUESTS for CHARMING, PRINCE P

Create Request for Advance Sick Leave

Create a new request to receive sick leave advance.

Create Request to Become Leave Share Recipient

Create a new request to receive donated leave.

Donate Leave within NASA

Initiate process to donate annual/restored leave within NASA.

Donate Leave outside NASA

Initiate process to donate annual/restored leave outside NASA.

Donate Leave - Emergency Transfer Program

Initiate process to donate annual/restored leave under declared emergencies (Other Federal Agency).

List Pending Leave Form Requests

List pending leave form requests.

Quick Reference Guide

Rev: 20070928



Web-Based Time and Attendance Distribution System

2. All fields are required. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy, read the certification and privacy act statements, and then click SUBMIT REQUEST (located beneath the privacy act statement)

Request to Donate Annual/Restored Leave Outside Agency for CHARMING, PRINCE P (198)

Initiated by CHARMING, PRINCE P (198)
Status: Editing

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button.

Amount of ANNUAL LEAVE to be donated	<input type="text" value="8.0"/>	Relationship of leave donor to leave recipient (if any)	<input type="text" value="none"/>
Amount of RESTORED ANNUAL LEAVE to be donated	<input type="text" value="0.0"/>	Leave recipient's name	<input type="text" value="Porky Pig"/>
Name of NASA contact who can provide further information	<input type="text" value="Debbie Percival"/>	Agency	<input type="text" value="FAA"/>
Telephone Number	<input type="text" value="256-544-5525"/>	Agency's address	<input type="text" value="123 Anywhere Street"/>
		Agency's city	<input type="text" value="Pennsylvania"/>
		Agency's state	<input type="text" value="PA"/>
		Agency's zip	<input type="text" value="12345"/>
		Name of Outside agency contact who can provide further information	<input type="text" value="Farmer Dell"/>
		Address	<input type="text" value="123 Anywhere Street"/>
		Address	<input type="text"/>
		City	<input type="text" value="Pennsylvania"/>
		State	<input type="text" value="PA"/>
		Zip	<input type="text" value="12345"/>
		Telephone Number	<input type="text" value="301-123-4567"/>
		Fax Number	<input type="text" value="301-123-4568"/>

Id	Status	Changed On	Changed By	Remark
45	REQUEST_EDITING	14:57 CDT 09/07/2007	CHARMING, PRINCE P (198)	Want to donate to my friend

Certification

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit annual leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave I am transferring also is not more than half the hours I will earn this year. I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused donated leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code. I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

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3. After submitting the request, the user is returned to the request. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office

Request to Donate Annual/Restored Leave Outside Agency for CHARMING, PRINCE P (0)

Leave Request Number: 9999-00020
Initiated by: CHARMING, PRINCE P (0)
Status: Pending Final Approval by NSSC HR

4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

Request Procedure to Donate Leave – Emergency Transfer Program:

1. From the employee Leave Balance page, click on the Donate Leave – Emergency Transfer Program request form.



Web-Based Time and Attendance Distribution System

LEAVE FORM REQUESTS for CHARMING, PRINCE P

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Request to Donate Annual/Restored Leave for Emergency Transfer Program for CHARMING, PRINCE P (198)

Initiated by CHARMING, PRINCE P (198)
Status: Editing

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button.

Continue

Amount of ANNUAL LEAVE to be donated

24.0

Amount of RESTORED ANNUAL LEAVE to be donated

12.0

Major disaster or emergency declared by President

Hurricane Debbie

Comments (include justification)

Id	Status	Changed On	Changed By	Remark
50	REQUEST_EDITING	15:10 CDT 09/07/2007	CHARMING, PRINCE P (198)	She Came and Went but left a MESS

Certification

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit annual leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave I am transferring also is not more than half the hours I will earn this year. I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused donated leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code. I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

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Submit Request

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Request to Donate Annual/Restored Leave for Emergency Transfer Program for CHARMING, PRINCE P (0)

Leave Request Number: 9999-00021

Initiated by: CHARMING, PRINCE P (0)

Status: Pending Final Approval by NSSC PAYROLL OFFICE

Apply Comments

Withdraw

4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

Approval Procedure:

The request will be reviewed by the NASA Shared Service Center (NSSC) Payroll Office. If modifications are necessary (example: employee does not have adequate



Web-Based Time and Attendance Distribution System
leave to donate) an email notification notating the modifications will be sent to the employee.

Result:

The request to donate leave has been completed. The request is now routed to the NSSC Payroll office for final approval or disapproval.

Upon approval, the request will be processed in the payroll system.

Special Considerations:

The request can not be withdrawn once it is approved. The form can be printed by clicking the PDF icon next to the leave request number.